



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

SUPERINTENDENT

PN# 107072

Department of Public Works & Engineering

Public Utilities Division

Water Production Branch

611 Walker*

M – F, 7:30 a.m. – 4:30 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs professional administrative functions in the planning, supervision, organization, administration and evaluation of operational and support services activities in the maintenance and management of City buildings, facilities and grounds. Supervises employees and outside contractors in the day-to-day operational maintenance and management of City vehicles, recreational facilities, etc. Reviews and recommends appropriate building/site designs, construction plans, security procedures, etc. Administers departmental budget, insuring compliance, and supervises the preparation of annual reports, budget estimates and operational reports. Coordinates community activities and represents the Department at related meetings and/or conferences, and feedback and recommends appropriate solutions. Advises immediate management of problems and recommended solutions. Represents the Department by giving both written and oral presentations to department heads and public.

10 **WORKING CONDITIONS**

This position requires stooping, bending and/or lifting items up to 30 pounds with occasional periods of walking in rough surfaces.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires an Associate’s degree in Recreation, Business Administration, Construction Management or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six (6) years of progressively responsible professional and/or skilled experience closely related to the activities Of the section are required, including three of the years in a supervisory capacity. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

15 **SELECTION/SKILLS TESTS REQUIRED**

None
However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☐ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 24

\$1,419 – 1,961

Biweekly

\$36,894 – 50,986

Annually

18 **OPENING DATE**

October 12, 2005

19 **CLOSING DATE**

October 25, 2005

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer